

# CITY OF MILWAUKIE

## **CLASSIFICATION: SUSTAINABILITY DIRECTOR**

Department: Sustainability      Grade Number: 31      FLSA: Exempt  
Location: Johnson Creek Blvd      EEO Category: Officials & Administrators

## **DESCRIPTION:**

Oversees the City's sustainability program and facilitates inter-departmental collaboration to support City sustainability goals and efforts. This position is responsible for the Fleet and the Facilities Divisions. Coordinates with North Clackamas Parks and Recreation District (NCPRD) for the provision of services to City parks and facilities.

This position works under the general supervision of the City Manager and exercises budget responsibility for the Fleet and Facilities Divisions.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Duties listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the duties listed; however, these examples do not include all the duties which an employee may be expected to perform.)*

1. Manages the City's Sustainability Program. Develops and coordinates sustainability recommendations and plans for City facilities, programs, policies, and projects, including facilitation of intra-departmental and inter-departmental coordination to support City sustainability goals and policies. Utilizes citizen resources and regional partners to achieve sustainability goals.
2. Performs City-wide strategic planning for environmental enhancement, natural resource conservation and sustainable development; develops, coordinates and implements methods to enhance efficiency efforts in City facilities and fleet services by reducing energy costs, carbon dioxide emissions and the use of fossil fuels.
3. Establishes and maintains the City's internal Sustainability Committee.
4. Supports development of sustainability policies for City program areas. Provides research and policy support for integrating sustainability into existing City program areas, such as CIP planning, low-impact development and green building, land use and transportation planning, procurement, toxics reduction, and economic development.
5. Manages complex professional and technical projects in the areas of climate action and energy uncertainty, including greenhouse gas emissions reductions, energy conservation and renewable energy, climate adaptation and resiliency, waste reduction and recycling, alternative fuel vehicles and infrastructure, transportation options, sustainability education and outreach, and policy development.
6. Manages the buildings and properties of the City including contracts for labor such as janitorial, landscaping, and trades.
7. Manages and coordinates fleet operations including contracts of outside districts contracting for City fleet services.
8. Studies and standardizes procedures to improve efficiency and effectiveness of the operations of the department. Coordinates activities with other departments and agencies as needed.
9. Manages the City's franchise of solid waste haulers; addresses community needs and interest in bulky waste collection and events.
10. Plans, organizes, directs and evaluates the performance of staff; establishes performance requirements and personal development goals; regularly monitors performance and provides coaching for performance improvement and development; takes disciplinary action, up to and including termination, to address performance and behavior deficiencies in accordance with City

policies and collective bargaining agreements.

11. Coordinates with the North Clackamas Parks and Recreation District for the provision of services to the City of Milwaukie. Typical duties include managing the IGA with the District, advocating for additional planning and maintenance services from the District, coordinating the activities of the District with City personnel, resolving issues arising from the delivery of service from the District, and responding to citizen inquiries related to parks issues.
12. Consults with City Departments, including Planning, Engineering and Public Works regarding the design, construction, funding, operation of natural areas, storm water facilities, and landscaping at City-owned or other public facilities.
13. Participates in meetings, conferences and other professional forums to keep abreast of regional/national planning and sustainable trends and emerging strategies for metropolitan communities.

## **JOB SPECIFICATIONS:**

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered.)

### **1. Job Preparation:**

#### **a) Education:**

Bachelor's degree from an accredited college or university with a degree in environmental science, public administration, management, urban or regional planning, environmental science, economics, engineering or other closely related field. Master's degree preferred.

### **2. Prior Experience:**

#### **a) Work Experience:**

At least eight (8) years of progressively responsible experience in sustainability administration, project management, public administration or related field.

#### **b) Necessary Knowledge, Skills and Abilities:**

- i. Knowledge of project management principles and techniques.
- ii. Ability to manage Fleet and Facilities staff.
- iii. Ability to draft, negotiate and oversee contracts for special projects and studies.
- iv. Ability to work with contractors to enter into agreements on behalf of the City and monitor progress.
- v. Knowledge of grant procedures.
- vi. Ability to facilitate public input processes and public meetings.
- vii. Ability to analyze, and interpret complex data and understand and synthesize legal and technical language to develop logical recommendations.
- viii. Ability to coordinate, negotiate and resolve conflicting points of view to obtain successful outcomes.
- ix. Ability to effectively provide liaison and coordination between the City and other agencies.
- x. Ability to research legal issues, draft and present recommendations to department heads, City Manager, Council, citizen advisory boards and other government agencies.
- xi. Ability to write complex technical reports and grant applications within prescribed timeframes.
- xii. Ability to make effective written and oral presentations.
- xiii. Ability to establish and maintain effective working relationships.
- xiv. Ability to work as a team member.
- xv. Ability to perform the essential functions of the job.

**3. Special Requirements:**

- a) Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver's License.
- b) Must be able to pass the department's security clearance standards including review of driving record.

**4. Tools and Equipment Used:**

- a) Computer, printer, copy machines and telephones; Computer software including MS based word-processing, spreadsheet, and data base applications..

**5. Supervision:**

- a) Oversees the work of Fleet and Facility employees. This is a supervisory classification.
- b) Operates under the general direction and supervision of the City Manager.

**6. Communications:**

- a) Has frequent contact with citizens, other City departments, other government agencies, contractors, professional services firms and the media.
- b) The communications are often complex and may be confidential.

**7. Cognitive Functions:**

- a) Work is performed highly independently with little direction. Some policies and procedures exist. Person in this classification determines own practices and procedures by contributing to the development of new concepts.
- b) Most problems are quite difficult requiring decision making with precedent occasionally available. An incumbent has significant control over the planning and performance of the work. Frequently requires creativity in developing solutions to problems where no past precedent exists.

**8. Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Work is performed mostly in an office setting.
- b) Frequent site visits required to view projects. During site visits may walk on uneven terrain, stoop and bend.
- c) Frequent evening meetings.
- d) Responds any hours to emergency situations.

**9. Resource Accountability:**

- a) Administers budget for outside contractors. Some direct budget responsibility.
- b) Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted: 9/22/15

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Revised: